

Organic Certification Checklist

Your application package will not be processed and will be returned if it is missing any of the following items:

- 9 A completed, dated, and signed application form.
- 9 A letter designating a laboratory director with the proprietor's signature.
- 9 A check for the \$125.00 application fee made payable to ASCDHEC@.
- 9 Laboratory standard operating procedures (SOP) for each method.
- 9 Quality assurance manual.
- 9 Standard preparation records for all standards used in initial demonstration of capability, method detection limit (MDL) study, and multilevel calibration for each method.
- 9 Multilevel calibration records documenting that method acceptance criteria has been met for each analyte related to the initial demonstration of capability, MDL study, and Proficiency Testing (PT) samples.
- 9 Initial demonstration of capability (IDOC) data results for each method and analyte by each analyst printed on enclosed form. Also, include instrument analysis records, extraction methods, and all chromatograms and data system reports for the completed analyses. Where applicable, the IDOC data must be submitted for both the primary and confirmatory techniques.
- 9 Compiled MDL study by analyte and method printed on the enclosed form. Also, include all chromatograms and data system reports for the completed analyses. Where applicable, the MDL data must be submitted for both the primary and confirmatory techniques.
- 9 Record of reagent water blank analysis for each day analyses are performed (Extractables will have an extraction blank).
- 9 Records of the daily calibration checks for the days that the initial demonstration of capability, MDL study, and Proficiency Testing (PT) sample analyses were performed.
- 9 Acceptable Proficiency Testing (PT) sample results for each method and analyte requested. PT samples must be obtained from a NIST-approved provider and be part of a scheduled Water Pollution (WP) or Water Supply (WS) study.
- vv If you have any questions, please call this office at (803) 896-0970.